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3 September 1974

MEMORANDUM FOR: Chief, Position Management and  
Compensation Division, OP

SUBJECT : Staffing Complement Adjustment  
Office of Finance

1. In accordance with your request at our meeting on 21 August 1974, the attached reflects establishment of three (3) additional GS-07 positions in the Central Travel Branch, Certification and Liaison Division to handle the travel-related workload of the DD/O Directorate. One (1) GS-07 position is added to the Interview and Assistance Section which handles overseas PCS and TDY travel [REDACTED]. Two (2) GS-07 positions are to be added to the Audit and Transportation Section which handles audit of domestic TDY [REDACTED] vouchers, transportation and storage on a world-wide basis, airline billings and transportation requests, etc.

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2. The ceiling for the above three (3) positions is to be taken from the [REDACTED], Compensation and Tax Division in accordance with our discussions at the aforementioned meeting.

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3. The attached also reflects upgrading the two (2) GS-08 supervisors to GS-09 and one (1) GS-06 worker level to GS-07 which you had indicated had been approved at these levels in your recent survey.

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[REDACTED]  
Administrative Officer  
Office of Finance

Attachment  
As stated above

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